

NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY APPLICATION FOR HIGHWAY SAFETY PROJECT GRANT	FOR DHTS USE ONLY	
	PSP#:	STANDARD:
	TASK #:	PROGRAM AREA:
	PROJECT #:	DATE RECEIVED:

PART I	GENERAL INFORMATION
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A. PROJECT TITLE Child Passenger Safety Education	B. TYPE OF APPLICATION <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REVISION <input type="checkbox"/> CONT. <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3
C. NAME OF PROJECT CONTACT	D. NAME OF APPLICANT AGENCY
E. TELEPHONE NUMBER (OF C.)	F. ADDRESS
G. FAX NUMBER	
H. FEDERAL TAX ID #	

I. TYPE OF GOVERNMENTAL UNIT	
___ STATE	___ COUNTY <input checked="" type="checkbox"/> CITY ___ OTHER

J. GRANT PERIOD FROM: 6/10/07 TO: 7/29/07	K. PROJECT PERIOD FROM: 6/10/07 TO: 6/15/07
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BUDGET (Please complete pages 4 & 5)

A. COST CATEGORY	PROJECT PERIOD	TOTAL EXPENDITURES PRIOR YEARS	TOTAL
(A) PERSONAL SERVICES	\$1,656.00		\$ 1,656.00
(B) CONTRACTUAL SVS.			
(C) COMMODITIES			
(D) OTHER DIRECT COSTS			
(E) INDIRECT COSTS			
TOTAL ESTIMATED COSTS (Including Non-Federal Share)	\$ 1,656.00		\$ 1,656.00

B. SOURCE OF FUNDS				

(1) FEDERAL	(2) STATE	(3) POLITICAL SUBDIVISION	(4) OTHER	TOTAL
\$ 1,656.00		\$ 800.00		\$ 2,456.00

HS-1 (8/00)

PART II ACCEPTANCE OF CONDITIONS

This application is approved for federal fiscal year 2007 and authorization to proceed with this highway safety project is granted subject to the State and Federal laws and regulations applicable to the New Jersey Division of Highway Traffic Safety (DHTS) and the conditions stated below:

1. Unless otherwise directed, applicants must submit quarterly reports to the DHTS which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status quarterly and shall be submitted to the DHTS no later than fifteen (15) days subsequent to the termination of each quarter. A final accomplishment report must be submitted to the DHTS within thirty (30) days of completion of the project unless otherwise directed. All contractors that are delinquent in submitting quarterly and/or final accomplishment reports, or reports that lack sufficient detail of progress during the period in question will be subject to having reimbursement requests withheld.
2. Applicants making purchases or entering into contracts as provided for by this project must adhere to the policies and procedures of all pertinent governmental agencies.
3. All out-of-state travel must have prior approval of the Division of Highway Traffic Safety. Requests for approval should be submitted to the DHTS at least forty-five (45) days prior to the intended date of travel.
4. Applicants shall account for program income. Program income earned during the contract period shall be retained by the applicant and added to the funds committed to the project by the DHTS and used to further eligible program objectives.
5. Local government applications must complete a local government resolution.
6. Any reports, publications, etc., developed using funds from this contract must be approved by the DHTS prior to their release.
7. Any printed material must contain the name of the Division of Highway Traffic Safety.
8. Prior approval is required for changes to project scope, objectives, or budget.
9. No equipment purchased under an approved DHTS grant will be conveyed, sold, salvaged, or transferred without written approval from the DHTS.
10. Financial and programmatic records as well as other supporting documents or statistical records must be maintained for a period of three years. The retention period for these records begins on the day the single or last expenditure report of the Federal Fiscal Year is submitted to the DHTS.
11. The DHTS has the right to access any pertinent books, documents, papers or other records in order to make audits, examinations, excerpts, and transcripts. The rights of access is not limited to the required retention period but must last as long as the records are retained.
12. Applicants are required to submit to DHTS a copy of the audit report required under the federal Single Audit Act 31 U.S.C. 7502 and/or the State Single Audit Policy established by OMB Circular 98-07. An applicant who expends a total amount of Federal awards of less than \$300,000 in its fiscal year is exempt from federal single audit requirements, but will be required to certify the total amount of federal assistance expended during the fiscal year and may also be required under the State Single Audit Policy established by OMB Circular 98-07 to have a single audit or a financial statement audit or a program specific audit performed.
13. All provisions outlined in the DHTS's uniform requirements for the administration's reporting of expenditures will be adhered to.
14. Policies and procedures of the following will be, if applicable, adhered to:

HS-1 (6/99)

PART III SIGNATURES

PROJECT DIRECTOR (Read Part II, "Acceptance of Conditions" before signing)

NAME

TITLE

TELEPHONE NUMBER

SIGNATURE

ADDRESS

FINANCIAL DIRECTOR (Read Part II, "Acceptance of Conditions" before signing)

NAME

TITLE

TELEPHONE NUMBER

SIGNATURE

ADDRESS

AUTHORIZING OFFICIAL OF GOVERNMENTAL AGENCY (Read Part II before signing)

NAME

TITLE

TELEPHONE NUMBER

SIGNATURE

ADDRESS

APPROVAL INFORMATION (FOR DHTS USE ONLY)

SIGNATURE

TITLE

APPROVAL DATE

HIGHWAY SAFETY PROGRAM APPLICATION	BUDGET	SUMMARY	PROJECT NUMBER:
ITEMIZED EXPENDITURE CATEGORIES	FEDERAL SHARE	STATE/LOCAL SHARE	TOTAL AMOUNT
C. COMMODITIES			
TOTAL			
D. OTHER DIRECT COSTS			
E. INDIRECT COSTS (IF APPLICABLE)			
TOTAL			
A. PERSONAL SERVICES	\$ 1656.00	\$ 800.00	\$ 2,456.00
B. CONTRACTUAL SVS.			
C. COMMODITIES			
D. OTHER DIRECT			
E. INDIRECT			
TOTAL	\$ 1656.00	\$ 800.00	\$ 2,456.00

In 1998, the National Highway Traffic Safety Administration printed the first version of the of the Standardized Child Passenger Safety Curriculum. This was a 32-hour training program to certify individuals as child passenger safety technicians; professionals trained to educate parents and caregivers on the proper way to transport children in motor vehicles. At the time, the AAA Foundation in Heathrow, Florida, was the certifying body for this program. Since then, there have been several major changes in the program curriculum, re-certification process, and the certifying body.

In 2002, AAA announced that although there were 40,000 individuals certified as CPS technicians, the program was losing money at a rapid pace. National Safe Kids became the certifying body that year and, among other things, began to streamline the process and change the fees in order to avoid losing money. Among the more recent changes is the requirement of 6 continuing education units (CEUs) in lieu of the on-line 100 question exam. This change was due to many technicians, mostly from the law enforcement community, voicing out their dissatisfaction with the system. The on-line test was difficult for them to complete on work time, and the questions had little to do with the process of educating parents on proper restraint use. The new system will require more responsibility on behalf of the state to offer these CEUs, however, Safe Kids Worldwide (as they are now known) has announced that the NHTSA Eastern Region CPS Technical Conference attendees will satisfy their 6 CEU requirements in one shot.

The Sixth Annual Eastern Region CPS Conference is scheduled for June 12-14, 2007, in Buffalo, New York. Attendance at this conference, though not mandatory for certification in the program, is highly recommended for Senior Checkers, Instructors and active Technicians. It provides curriculum updates, product information, communication skills, and new information from national groups like NHTSA and Safe Kids Worldwide.

This grant will provide funding assistance to "Active" agencies involved in the child passenger safety program, including airfare (or mileage), lodging, airport shuttle, parking, registration fee and meals at per diem.

In order for the applying agency to receive reimbursement of said expenses, the Certified Technicians must agree to participate at a minimum of two public CPS checkpoints or permanent fitting station within the state. They must notify the sponsoring agency that they plan to attend in order to avoid too many techs showing up for one specific event. If the applying agency is funded by NJDHTS for CPS they may use locally sponsored events as their two check points. Attached is an activity form which needs to be submitted with the reimbursement package. The complete reimbursement package will be sent to the agency Project Director upon application approval. In addition to the enclosed application, the agency must submit a completed DHTS F-6 Travel Authorization form before approval can be granted.

Upon approval from NJDHTS, the agency will be given instructions on what receipts to provide for reimbursement as well.

**NEW JERSEY DIVISION OF HIGHWAY TRAFFIC SAFETY
TRAVEL AUTHORIZATION REQUEST**

Name: _____

Date: _____

Conference/Training Description:

Title of Conference: **Sixth Annual Child Passenger Safety Technical Conference**

Sponsor: New York State Governor's Traffic Safety Committee, National Highway Traffic Safety Administration

Location: Buffalo, New York

Date of Conference: June 12 – 14, 2007

Others Attending (from department): _____

Date of departure: June 11, 2007

Date of return: June 14, 2007

Estimated Costs:

Mode of Travel: Air _____ Rail _____ \$ _____

Agency vehicle _____ Personal vehicle _____

Tolls \$ _____

Miles _____ X .31 per mile \$ _____

Parking _____ \$ _____

Total \$ _____

Registration fee: **\$ 100.00**

Estimated costs per diem:

Hotel name: Hyatt Regency Buffalo
2 Fountain Plaza
Buffalo, NY 14202

of nights 3 X daily rate (\$81 plus 13.75% tax) = \$ 278.00

Meals

1 dinner @ \$18, 2 dinner @ \$26, 2 breakfast @ \$10
(based on federal per diem) \$ 90.00

TOTAL \$ _____

Approved _____

Disapproved _____

Program Advisor : _____ Date: _____

Please submit completed application to: Suzanne O'Hearn, NJ Division of Highway Traffic Safety, P.O. Box 048, Trenton, NJ, 0-8625 by **February 28th, 2007**. She can be reached at (609) 633-9197.

Please be advised that registration fee, mode of travel, and lodging arrangements are your responsibility. Registration may be submitted on a purchase order, but lodging must be held on a credit card. As usual, NJDHTS grants are reimbursement grants.